

The Town of Cottage City is currently seeking applicants for the Full-Time Position of Municipal Admin Assistant/Assistant Clerk, Salary Range \$15 to 17 per hour with benefits (Health, Pension, etc.).

Minimum Qualifications:

At least 18 years of age; must be a U.S. Citizen; able to pass a background investigation including drug screen; ability to interact with general public, police officers, office staff and elected officials; possess a working knowledge of computer applications to include Windows, Microsoft Office (Word, Excel and PowerPoint) and internet applications; and able to provide administrative support to the Office of the Clerk Treasurer, the Public Works Department, Police Department, and the Town Commission.

Duties include general clerical, receptionist and project-based work:

- Answer telephones and transfer to appropriate staff member
- Meet and greet visitors and public officials
- Create/Modify documents
- Perform copying, faxing, scanning, mailing and filing
- Maintain inventory of Town property to include Public Works and Police supplies
- Update Town Cable Channel and Town Website
- Ability to speak/write Spanish(A Plus)
- Other Duties as Assigned

The Town of Cottage City, Prince George's County, Maryland is an Equal Opportunity Employer and will be accepting resumes, cover letters and lists of references from all applicants. Applicants selected for interview(s) must provide a writing sample.

Applicants must pass a background investigation, employment physical and drug screen. The position will remain open until filled.

Mail, Fax or Email Resume to:

Clerk-Treasurer

Town of Cottage City

3820 40th Ave

Cottage City, MD 20722

Fax: 301-779-3525

cotcitmd@starpower.net